



Minutes NV COMMUNICATIONS STEERING COMMITTEE

ATTENDANCE

DATE	March 4, 2003
TIME	10:00 am – 12:00 pm
LOCATION	NV Army National Guard – Carson City/Las Vegas
RECORDER	Maggie Thorne

Carson City Members	Present	Las Vegas Members	Present
Terry Savage, Chair, Dept of Information Technology	✓	Doug Carriger, Lincoln County	✓
Robert Chisel, Dept of Transportation	✓	Bill Donahoe, US Dept of Energy	✓
Neil Harris, Elko County Sheriff's Office	✓	Ray Flynn, Las Vegas Metro Police Dept	
Alex Haartz, NV Health Division	✓	Bob Lossle, FBI	
Freeman Johnson, Dept of Conservation & Natural Resources	✓	James Spinello, Clark County	✓
Dave Kieckbusch, Dept of Public Safety	✓	Jack Staley, LV Valley Water District	✓
Dan Newell, City of Yerington	✓		
Ralph Jaeck, City of Reno	✓		
Bill Welch, NV Hospital Association	✓		

Staff

Name	Present	Name	Present
Mark Blomstrom, Dept of Information Technology	✓	Shane Chesney, Attorney General's Office	✓
Maggie Thorne, Dept of Information Technology	✓		

I. CALL TO ORDER

Terry Savage called this, the first meeting of the NV Communications Steering Committee (NCSC), to order at 10 AM. The meeting was televised between Carson City and Las Vegas.

II. INTRODUCTIONS, ADJUSTMENTS TO AGENDA

Mr. Savage asked for a roll call and introduction by all members.

No adjustments to the Agenda were made.

III. CHARGE AND MISSION

A draft of a mission statement was distributed to all members. Mr. Savage asked that all members review this draft, forward any suggestions, and be prepared to make any

changes at the next meeting. Pending any changes, Mr. Savage stated he would like to see this approved by the Committee at the next meeting. Associated with the mission statement, a list of Charges to the Committee was also distributed to the members for review.

Mr. Savage also asked the members if meeting on the 1st Tuesday between the hours of 10 am –12 noon could be accepted as the regular meeting schedule. Members agreed with no dissenting comment.

IV. COMMITTEE OPERATION AND BYLAWS

Mr. Savage said the Committee would operate informally to encourage discussion, but would default to follow Robert's Rules of Order when necessary. He said meetings would start and end on time. He also indicated that members who missed two consecutive meetings without justification would be off the Committee. Consideration of an alternate was discussed, if the member could not attend a meeting. It was agreed that members would discuss and vote on this item at the next meeting.

V. GRANT FUNDING STATUS AND AVAILABILITY

Both Richard Brenner and Mark Blomstrom brought to Committee's attention grant funds from FEMA and CDC that were available for communications and communication planning. They also indicated that Congress passed a 3.5 billion dollar grant that would be split between State and local governments, Homeland defense and Regional/State planning agencies. In conjunction with the Division of Emergency Management, Mr. Blomstrom is pursuing efforts to obtain some of these funds.

VI PRESENTATIONS AND DISCUSSION

Mr. Savage asked each member to share with the Committee their agency's status and what they were hoping to achieve. Responses included:

Doug Carriger: Invested in 700 MHZ System, interest is not to have expenditures in order to coordinate with statewide system. Want to make sure rurals participate and are coordinated with statewide effort.

Robert Chisel: Have been successful in working with Washoe County and utility companies with their 800 MHZ system. System is cost effective with many partners, but there are not huge funds to make large expansion

Bill Donahoe: On the Federal side of the house. 406-420 trunking system now in use at Test Site (Tonapah, Las Vegas, but more rural than metro). Problems in coordination with six surrounding counties and first responders. Partnering with Air Force on system.

Alex Haartz: Infrastructure issues for public with regards to health preparedness issues.

Neil Harris: Upgrading 1977 high band VHF system, dispatch to first responders, 8 mountaintop repeaters. Use old NHP radios to talk to NHP. 800 MHZ won't work because of mountains. 8 telephone systems in Elko so 911 won't work. Its essential to have one system that works.

Ralph Jaeck: 800 MHZ System going in, involving Washoe county, Reno and state. Finishing regional EOC and dispatch. Getting backbone up to Tahoe is tough. System not digital – interested in improving technology.

Freeman Johnson: DCNR includes Forestry, Parks and Wildlife divisions – all doing their own thing, all different. Interoperability is low. Interoperability and interconnectivity are the issues.

Dave Kieckbusch: 52 agencies work through Public Safety, extremely critical to communicate with small agencies in remote areas. Interoperability is critical. Fragile infrastructure needs a lot of work.

Dan Newell: Enhanced 911 System. City level problem with interconnectivity with other agencies. Committed to working together to make things happen. Interconnectivity is key.

Jack Staley: SNACC 800MHz system working with all [LV area] fire departments, Sanitation, Water, Airport using system. Looking for everyone to talk to everyone (state and federal as well)

(for Ray Flynn): Metro is out of spectrum. Need to keep up with growth. RFI for 700 MHz, responses coming back. Three to four year project to put system in place.

Roy Divan for Bob Lossle FBI is using VHF high band. DOJ is trying to decide what type of system to put in nationwide.

Bill Welch: Recommended that the Committee get input from private partners (EMS and hospital providers, etc.) for connectivity.

Christopher Lake applauded the goals and mission of the Committee.

Mark Blomstrom made the observation that there was a definite call for increased operability. He stated that he would prepare a draft definition of interoperability, as well as levels of interoperability, for the members to consider at their next meeting.

VII. SENATE BILL 175 (added agenda item- informational)

Mr. Savage brought to the attention of the Committee his activity regarding SB175, which would make certain documents relating to information technology of state agencies confidential, and authorizes appointment of an advisory committee on security issues.

VIII. PLAN OF ACTION

Mr. Savage discussed the plan of action for the Committee:

1. Requirements Definition: Put together a picture of what the Committee wants in a functional sense.
2. System Design: Prepare a Request for Information (RFI)
3. Funding/Implementation
4. Timeline: End of calendar year 2003.

XI. TECHNICAL SUB-COMMITTEE

Mr. Savage discussed the formation of a Technical Sub-Committee that would be chaired by Jim Wilson (Clark County/SNACC). This sub-committee would be composed of technical representatives and he asked that all members send their suggestions to Mark Blomstrom.

Bill Welch (NV Hospital Association) recommended that members for this subcommittee should represent major communication systems currently operating in Nevada.

X. OTHER ISSUES

Action Items:

Maggie Thorne (Dept of Information Technology) reviewed the items brought up in this meeting for action:

1. Members to review draft mission statement and be prepared with any changes and to adopt at the next meeting.
2. Meetings will be held the first Tuesday of each month, 10:00 am to 12:00 pm.
3. Consideration by members for further discussion and adoption: a) members missing two consecutive meetings would be removed from the Committee, and; b) alternate representatives for attending meetings.
4. Mark Blomstrom to draft a definition of interoperability and interoperability levels to discuss at the next meeting.
5. Members to send recommendations for the Technical Sub-Committee to Mark Blomstrom.

Website:

Mr. Savage mentioned that a NCSC Website had been constructed at <http://doit.nv.gov/ncsc.htm>. All Committee agendas and minutes would be posted here, along with other pertinent items for sharing.

XI. Public Comment

No public comment

XII. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 11:30 am.

Future Meeting: April 1st, 10:00 am – 12:00 noon
Carson City: NV Army National Guard 2460 Fairview Drive, Room 136
Vegas: NV Army National Guard, 6400 Range Road

Note: Please call to confirm your attendance. This is a public meeting but identification is required for security purposes. Call: 775-684-5859 or email maggiet@doit.state.nv.us

Draft minutes submitted by Maggie Thorne, 3/12/03

APPROVED: _____ DATE: _____